



# American Embassy Banjul

## Vacancy Announcement

**SUBJECT:**  
**RECEPTIONIST – FRONT ENTRANCE**

**DATE:**  
**03/04/2009**

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Receptionist (Front Entrance) in the Consular Office. Located at the main public entrance to the U.S. Embassy, the Receptionist directs authorized visitors to the proper office, verifies appointments and arranges for escorts. The incumbent provides information to inquiries from the general public. This position is under the general supervision of the Consular Officer.

### **REQUIRED QUALIFICATIONS:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** Completion of High School is required.

**Experience:** At least one year experience as a receptionist is required. Clerical experience and experience working with the public under stressful conditions is required.

**Language:** Level III (good working knowledge) English written and spoken ability is required. Good working knowledge of Wolof and Mandinka required.

**Knowledge:** Must have good spoken English. Basic knowledge of computer programs, e.g. Microsoft Word, Microsoft Outlook, Internet, etc., is required.

**Skills and Abilities:** Must be able to demonstrate exceptional tact, courtesy and good judgment in dealing with the public. The receptionist is the initial point of contact for U.S. Embassy visitors from all levels and must be polished and professional at all time.

### **TO APPLY:**

Interested candidates for this position should submit the following or the application will not be considered:

- Application for U.S. Federal Employment (OF-612) - available at the Embassy
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g., essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

**Submit Application to:**

Human Resources Office  
U.S. Embassy/Banjul  
Kairaba Avenue  
Banjul

**CLOSING DATE FOR THIS POSITION: March 4, 2009**

**Please note that only short-listed candidates will be contacted for interview.**

The American Embassy Banjul is an Equal Opportunity Employer (EEO).